FREEDOM OF INFORMATION
AND
PRIVACY ACTS

SUBJECT: CUSTODIAL DETENTION

SECURITY INDEX

FILE NUMBER: 100-358086

SECTION : 20

FEDERAL BUREAU OF INVESTIGATION

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO

DATE: 2-28-52

FROM

SUBJECT: SECURITY INDEX CARD STATISTICS
GENERAL

There is attached hereto a table showing by Field Office the total number of Security Index cards in our files. This table indicates the nationalistic tendency, the dangerousness classification, sex, race, citizenship status, and others on one of the "special" lists.

These statistics are based on Statistical Section records as of February 15, 1952.

SECURITY INDEX CARD STATISTICS - BY FIELD OFFICE
BASED ON STATISTICAL SECTION [illegible] AS OF [illegible] 15, 1958

	TOTAL	[illegible]	NATIONALISTIC TENDENCY OR ORGANIZATION AFFILIATION												
			[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	UTR	ILP	[illegible]	NIS
	17[illegible]2	1[illegible]815	3	109	288	20	2	43	1	[illegible]	16	10	2	1	2
ALBANY	241	237						3		1					
ALBUQUERQUE	53	53													
ANCHORAGE	29	27		1						1					
ATLANTA	11	11													
BALTIMORE	358	350		3						5					
BIRMINGHAM	13	13													
BOSTON	443	425				2		1		15					
BUFFALO	273	238	1	2				2		30					
BUTTE	81	81													
CHARLOTTE	49	49													
CHICAGO	1053	978		15	4	11		1	1	38	5				
CINCINNATI	179	178								1					
CLEVELAND	505	473	1	3			1			23	2		2		
[illegible]	42	42													
[illegible]	155	155													
DETROIT	1114	1058		4		1				49	2				
EL PASO	15	15													
HONOLULU	99	99													
HOUSTON	63	59								4					
INDIANAPOLIS	231	226				3				1	1				
KANSAS CITY	37	36		1											
KNOXVILLE	7	7													
LITTLE ROCK	8	8													
LOS ANGELES	2326	2212		13		2		9		87	3				
LOUISVILLE	17	17													
MEMPHIS	21	21													
MIAMI	103	103													
MILWAUKEE	255	232								23					
MINNEAPOLIS	454	379		1						74					
MOBILE	7	7													
NEWARK	599	585		3						11					
NEW HAVEN	453	447						1		5					
NEW ORLEANS	66	66													
NEW YORK	3385	3254	1	21	25			14		64	3			1	2
NORFOLK	18	18													
OKLAHOMA CITY	69	68						1							
OMAHA	36	36													
PHILADELPHIA	823	768		13				2		40					
PHOENIX	100	99				1									
PITTSBURGH	328	307		1						20					
PORTLAND	174	173		1											
[illegible]	25	25													
[illegible]	155	148		2						6					
SALT LAKE CITY	64	64													
SAN ANTONIO	17	17													
SAN DIEGO	97	97													
SAN FRANCISCO	1857	1780		16			1	3		57					
SAN JUAN	364	96			258							10			
SAVANNAH	5	4													
SEATTLE	624	592		9						23					
SPRINGFIELD	113	111								2					
WASHINGTON [illegible]	237	230			1			6							

	C	CS	FF	TF	[illegible]	[illegible]	[illegible]	NA	AL	[illegible]	[illegible]	[illegible]	[illegible]
					CITIZENSHIP OR STATUS						RACE		
	7[illegible]48	4929	12[illegible]	54	12015	[illegible]	13701	3552	472	167	[illegible]	[illegible]	254
ALBANY	123	83	40		165	76	178	49	6	8	219	20	2
ALBUQUERQUE	23	18	7		36	17	48	3	2		51	1	1
ANCHORAGE	9	4			25	4	23	6			28	1	
ATLANTA	4	4			7	4	11				9	2	
BALTIMORE	218	128	52	2	236	122	275	75	6	2	311	47	
BIRMINGHAM	12	6	4		10	3	13				12	1	
BOSTON	166	89	26	3	314	129	343	87	8	5	418	25	
BUFFALO	139	65	39	1	190	83	225	40	6	2	224	49	
BUTTE	40	26	16		63	18	72	9			81		
CHARLOTTE	28	22	5		32	17	48	1			40	9	
CHICAGO	512	442	137	7	787	266	691	312	44	6	882	165	6
CINCINNATI	76	33	25		132	47	149	27		3	137	42	
CLEVELAND	294	199	56	3	374	131	378	117	4	1	448	57	
[illegible]	24	17	3		32	10	36	3	3		37	5	
[illegible]	38	15	13		117	38	130	13	8	4	141	10	4
DETROIT	576	384	50	4	824	290	766	302	39	7	926	185	3
EL PASO	7	6	1		10	5	12	2	1		15		
HONOLULU	64	9	32		77	22	81	7	10	1	29	1	69
HOUSTON	33	22	13		45	18	57	6			48	15	
INDIANAPOLIS	139	90	18	1	171	60	165	55	8	3	200	31	
KANSAS CITY	15	13	3		27	10	35	2			35	2	
KNOXVILLE	3	3			6	1	5	2			7		
LITTLE ROCK	5	1	1		5	3	7	1			3	5	
LOS ANGELES	857	573	81	1	1512	814	1733	505	62	26	2162	135	29
LOUISVILLE	9	7	1		15	2	16	1			16	1	
MEMPHIS	9	7	3		15	6	20		1		16	5	
MIAMI	66	34	4		67	36	64	36	2	1	98	5	
MILWAUKEE	113	99	11	2	187	68	201	48	5	1	239	12	4
MINNEAPOLIS	155	140	25	1	321	133	385	60	8	1	434	19	1
MOBILE	2	1			6	1	7				2	4	
NEWARK	211	107	97		446	153	468	115	8	8	542	57	
NEW HAVEN	183	155	32	1	302	151	302	142	4	5	410	43	
NEW ORLEANS	42	19	6		51	15	59	5	2		48	17	1
NEW YORK	914	557	170	17	2438	947	2466	755	124	40	3109	230	46
NORFOLK	5	3	3		15	3	12	6			13	5	
OKLAHOMA CITY	33	19	7		55	14	66	2	1		56	13	
OMAHA	18	14	3		28	8	35		1		33	3	
PHILADELPHIA	351	298	63	3	567	256	647	167	7	2	720	102	1
PHOENIX	23	9	7		63	37	72	24	1	3	80	20	
PITTSBURGH	131	106	28	1	251	77	239	78	7	4	285	43	
PORTLAND	65	42	20	1	127	47	144	21	4	5	170	3	1
[illegible]	10	9	4		17	8	22	2	1		22	3	
[illegible]	67	52	23		137	59	160	33	2	1	153	43	
SALT LAKE CITY	34	23	13		45	19	61	3			58	6	
SAN ANTONIO	12	3	4		9	8	15	1		1	15	2	
SAN DIEGO	43	8	7		65	32	77	16	3	1	87	4	4
SAN FRANCISCO	1022	672	79	3	1195	662	1514	282	48	13	1603	217	37
SAN JUAN	157	33	16		337	27	356	2	5	1	313	37	14
SAVANNAH	3	2	1		4	1	4	1			4	1	
SEATTLE	275	210	31	2	414	210	546	55	16	7	568	48	8
SPRINGFIELD	52	42	6		93	20	93	18	2		95	18	
WASHINGTON [illegible]	105	66	13	1	148	89	169	55	8	5	199	36	2

SEE KEY ATTACHED

1134
ENC 2

KEY

FIELD OFFICE

The first four letters of the field office are used in all cases except St. Louis, which is coded STLO.

NATIONALISTIC TENDENCY OR ORGANIZATIONAL AFFILIATION

COM	Communist Party, USA
BUL	Bulgarian
ISL	Independent Socialist League
NPR	Nationalist Party of Puerto Rico
PPA	Proletarian Party of America
RWL	Revolutionary Workers League
RUS	Russian
POL	Polish
SWP	Socialist Workers Party
YUG	Yugoslavian
UPR	Union of the people for the establishment of the Republic of Puerto Rico
ULP	United Labor Party
HUN	Hungarian
MIS	Miscellaneous(any Nationalistic Tendency or Organizational Affiliation not listed)

DANGEROUSNESS CLASSIFICATION

DC	Priority Detention in the event of an Emergency (DetCom)
CS	Potential Communist Saboteurs (ComSab)
KF	Key Figures
TF	Top Functionary

CITIZENSHIP STATUS

NB	Native Born
NA	Naturalized
AL	Alien
UN	Unknown

SPECIAL SECTION

AEP	Atomic Energy Program employees
ESP	Espionage subjects
FGE	Foreign Government employees
GOV	United States Government employees
PRO	Prominent Person
UNE	United Nations employee
YUG	Pro-Tito

1134 X changed to 11-27

SAC, Cleveland ( ) March 12, 1952

Director, FBI ( )

RECORDED

SECURITY INDEX -
PREPARATION OF SUMMARY REPORTS

Reurlet February 8, 1952, captioned "Communist Party, USA, District #6, Cleveland Division (Preparation of Summary Reports), Internal Security - C."

In that letter you suggest that considerable time can be saved in the preparation of summary reports if a copy of each previous investigative report submitted in a case can be clipped by the reporting Agent and assembled for inclusion in the summary report.

The Bureau appreciates that this procedure might save considerable time in the preparation of summary reports; however, due to the fact that it is possible that in the future we may find it necessary to utilize these reports it is not desired that you follow this procedure after receipt of this letter.

NOTE ON YELLOW: The Bureau is contemplating instituting a project of reconstituting the files of all Security Index subjects for maintainance away from the Seat of Government. At this time it is not known whether these files will be reconstituted by the Field from the Field files or from the Bureau files. It is not felt that we can authorize the utilization of one of the Field copies of previous reports for the purposes requested by Cleveland.

134X changed to 11-27

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: February 8, 1952

TO : Director, FBI

FROM : SAC, Cleveland

SUBJECT: COMMUNIST PARTY, USA
DISTRICT #6
CLEVELAND DIVISION
(PREPARATION OF SUMMARY REPORTS)
INTERNAL SECURITY - C

Security Index

Re SAC Letter #95, Series 1951, dated September 22, 1951.

A study in this division of the time utilized in preparing summary reports under the provisions of referenced SAC letter suggests that considerable agents' time in preparing, and agents' and stenographers' time in dictation of these reports could be saved if one copy of each previous investigative report could be made available for clipping by the reporting agent.

The agent reviewing previous investigative reports which are to be incorporated into the instant summary report would check the appropriate paragraphs which he intended to use in the summary report. These could later be clipped and stapled to separate sheets of paper. These sheets in turn would be arranged chronologically according to the sources under the appropriate summary report captions. In addition, information concerning the T number to be assigned to the informant, the identity of the informant, agent receiving the information, date received, location of original serial, and other helpful information might be added to the margin to assist in preparing the Administrative Page. It is felt that this procedure would save time in the following ways:

1. Agents' time in preparing dictation would be materially reduced since he would not have to copy into his dictation notes the paragraphs which he wished to use in his summary.

2. Agents' dictation time would be reduced because much of the material clipped could be copied just as if it were a rough draft.

3. Stenographers' time would be saved in taking the dictation and much of the typing which results would be copy work rather than transcription from shorthand.

1134X

changed to 11-27

Director, FBI

In connection with the above recommendations, it is recognized that paragraphs which do not conform to the present standards of report writing could not be used or if used might require minor insertions to correct. Also, this procedure would only be followed in cases where there would be a material saving of time. Of course, only investigative reports would be utilized for clipping where additional copies remained in the possession of the office.

In view of the considerable time which can be saved, this office will follow the above outlined procedure UACB.

1135

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: March 6, 1952

FROM : THE EXECUTIVES' CONFERENCE

SUBJECT: SECURITY INDEX - List
PREPARATION OF SUMMARY REPORTS

On March 6, 1952, the Executives' Conference consisting of Messrs.

considered recommendations of the Domestic Intelligence Division regarding the following matters pertaining to the handling of security cases.

As you know we are presently engaged in a project of preparing summary reports on all Security Index cases. This is a huge task necessitating consumption of a tremendous amount of Agent time.

Since the institution of the summary report project certain questions have arisen and recommendations have been submitted by the Field and in the Domestic Intelligence Division regarding the procedure to be followed in preparing the reports. The Domestic Intelligence Division has made a study of various problems presented with a view to (1) streamlining the procedure of preparing the summary reports yet retaining requirements which will obtain the maximum results from the project, and (2) improving the method of handling information obtained in security investigations. These matters have been discussed with the first 2 classes of the Security-Espionage School.

The following are the recommendations resulting from this study:

1. That we defer preparation of current summary reports on Top Functionaries and Key Figures until after summaries are submitted on all other Security Index subjects. Past summary reports have been submitted on a great many of these subjects. Their position and activities are such that we will not have difficulty in producing sufficient evidence to satisfy the hearing boards as to the advisability of detaining them.

/

2. That the Field be instructed to submit quarterly status letters for this project in standard tabulated form. This will facilitate the matter of following the progress of the project.

3. That the following instructions be issued regarding documentation of summary reports.

   a. Documentation should be set forth in tabulated form on the administrative pages. This will facilitate the preparation of the reports by cutting down on time involved and space consumed.

   b. (Documentation of information received from live confidential informants, trash covers, physical surveillances and photographic surveillances should be complete when information received therefrom is specifically set forth in the reports. By fully documenting such information in the reports we will be able to produce the evidence for hearings in the least possible time.)

   c. (Information received from "anonymous" sources, technical surveillances, and microphone surveillances need not be fully documented. Technical surveillances and microphone surveillances should only be documented by showing the date of activity and date the information was received with the office symbol number followed by an asterisk inasmuch as these are highly confidential sources and we will not produce actual documents before hearing boards.)

   d. (When offices preparing summary reports have photostatic copies of original evidence which was obtained by other offices it will not be necessary to request full documentation from the other offices at this time. This will greatly facilitate the entire project.)

   e. The Field should not be required to document previously submitted summary reports.

   f. (Complete documentation is not necessary concerning organizations or individuals, other

than the subjects, who are identified in the reports. All that is necessary are the approved citations for the organizations and the permanent informant symbol numbers for the individuals.)

4. That, in the future, we require investigative reports in all security cases as well as summary reports to be fully documented in line with the above recommendations. This will simplify the procedure of preparing future summary reports and is not an undue burden on the Field.

5. Where there are repetitious and cumulative items of information against a subject only a selected number of such items need be specifically set forth in the summary reports. Detailed reporting of such items has been one of the most time consuming problems in preparing the reports. We lose nothing by being selective and gain much time.

6. (That, in the future, information channelized to individual case files be fully documented when received from sources other than "anonymous" sources, technical and microphone surveillances. This procedure will simplify preparation of summary reports in the future.)

ACTION:

The Executives' Conference unanimously concurred in the above recommendations.

If you agree there is attached for your approval an SAC Letter so instructing the Field.

Respectfully for the Conference,

1136

STANDARD FORM NO. 64

Office M[illegible]m • UNITI[illegible]OVERNMENT

TO :

DATE: March 7, 1952

FROM :

SUBJECT: SECURITY INDEX - GENERAL

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 73 new cards were added to the Security Index and 25 cards were cancelled, a net increase of 48 cards.

The Security Index count as of today is 18,014.

1137 changed to 5-28

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: March 14, 1952

FROM : SAC, BOSTON

SUBJECT: SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

Reurlet dated February 6, 1952.

The following schedule shows the number of summary reports to be prepared in categories 2,6, and 7:

2	5
6	74
7	296

The above schedule is as of January 1, 1952.

changed to

24-13

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI DATE: 3/20/52

FROM : SAC, KNOXVILLE

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letter No. 95, 9/22/51.

There is submitted herewith a resume of the status of the "summary report" program in the Knoxville Office:

CATEGORY	TOTAL NO. OF CASES	NUMBER COMPLETED
2	2	2
6	1	1
7	2	2

1140

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR DATE: March 14, 1952

FROM :

SUBJECT: SECURITY INDEX-GENERAL

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

The following is a report on the increase in the Security Index since the last count was furnished to you on February 8, 1952.

Week of	New Cards Added	Cards Cancelled	Net Increase
February 9-15	90	17	73
February 16-22	55	13	42
February 23-29	60	28	32
March 1-7	73	25	48
March 8-14	52	6	46
	330	89	241

The Security Index count as of today is 18,060.

For your information, during the preceding four-week period 210 cards were added and 73 cards were cancelled, a net increase during the period of 137 cards.

1141

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: March 5, 1952

FROM :

SUBJECT: PROMINENT INDIVIDUALS SUBDIVISION
SECURITY INDEX - GENERAL

PURPOSE

To submit a proposed SAC Letter discontinuing the Prominent Individuals Subdivision of the Special Section of the Security Index.

DETAILS

In accordance with the recommendations of the Executive Conference there is attached a proposed SAC Letter advising the field of the discontinuance of the Prominent Individuals Subdivision.

ACTION

The proposed SAC Letter is attached for your consideration.

GK
dl

Addendum:

Separate letters are being sent to the 10 field offices having individuals in the Prominent Individuals Subdivision giving them specific instructions as to the future handling of these cases.

changed to
9-28

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: March 20, 1952

FROM : SAC, CHICAGO

SUBJECT: SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

Re Seattle letter dated February 25, 1952.

An examination of the form submitted with referenced letter has been made by this office. It has been concluded that due to the nature of the sources and material available in this office the suggested form would not be feasible for use.

1143
changed to
22-15

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI DATE: 3-20-52

FROM : SAC, Anchorage

SUBJECT: SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

Remylet dated 1-2-52.

Pursuant to instructions set out under the caption "Status of Project" Page 4 of No Number SAC Letter I dated 3-14-52, the following information is being submitted:

Category	Total Number Of Cases	Number of Initial Summary Reports Submitted To Date	Number of Summary Reports to be Submitted	Expected Date Of Completion
2	-	-	-	-
4	-	-	-	-
5	33	13	20	9-1-52

In compliance with your instructions a supplemental memo advising of the status of this program will be forwarded not later than July 1, 1952.

1144

list

March 14, 1952

SAC, Omaha

Director, FBI

SECURITY INDEX - GENERAL

PERSONAL AND CONFIDENTIAL
REGISTERED MAIL
AIR MAIL SPECIAL DELIVERY
RETURN RECEIPT REQUESTED

ReBulet dated December 29, 1950.

There is enclosed herewith a sealed package containing a new Security Index list of all subjects maintained in the general and Special Sections of the Security Index.

This package should be maintained in your office safe in accordance with instructions in referenced memorandum. This new list replaces the list in your possession. It is your personal responsibility to see that the old list is destroyed by burning.

The Bureau should be advised of your receipt of the attached list and the destruction of the old list.

Enclosure

[redacted]

FBI
RECEIVED
497218
COMM - FBI
MAR 17 1952
MAILED 23
[redacted]
MAR 24 1952
RECORDED - 79 86
EX-100

1145

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

FROM :

DATE: March 5, 1952

SUBJECT: SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

PURPOSE:

To submit the results of a study made to facilitate the preparation of summary reports in Security cases based upon questions and suggestions submitted, and to obtain your approval for issuing the attached SAC Letter.

BACKGROUND:

SAC Letter No. 95, dated September 22, 1951, instructed the field to immediately institute a program for submitting summary reports on all individuals included in the Security Index. SAC Letter No. 121, dated December 20, 1951, instructed that information set forth in the summary reports be documented on the administrative pages and that the documentation should show the date received, name of the Agent receiving the information or material and the office file number showing the location of the original in the office files.

This project has created a huge volume of work and will necessitate the consumption of a tremendous amount of Agent time before it is completed.

Several questions have been raised and suggestions have been made by the field, the Security - Espionage School now in session, and in the Domestic Intelligence Division concerning various phases of preparing reports in Security cases. As a result of such questions and suggestions we have made a study of the problems presented with a view to streamlining wherever possible and practical the procedure for preparing the reports. Our recommendations set forth herein have been discussed with the Agents in attendance at the Security - Espionage School now in session.

The following is an analysis of each problem considered and our recommendation therefore.

DETAILS:

I. Schedule of Submitting Summary Reports

Question:

The Security - Espionage School pointed out that in order to have a greater number of these summaries prepared in the least possible time it would be well to defer preparation of summaries in the most complicated cases until the summaries in the cases entailing less file review are prepared. (This would involve those cases of Top Functionaries and Key Figures on whom Smith Act summaries have not been prepared. At the present time we have approximately 1,322 in these categories; approximately 206 Smith Act prosecutive summaries have been prepared.) This means that about 1,100 cases in these categories remain for preparation of summary reports. The field was initially instructed to submit summaries on these subjects when the next scheduled report is due.

Recommendation:

It is pointed out that we have a great deal of subversive information on subjects who are Top Functionaries and Key Figures inasmuch as they are the leading functionaries and in many cases are publicly known as Communists. It is not likely that we will have any difficulty showing sufficient subversive affiliation and activities to satisfy the hearing boards as to the advisability of detaining these subjects. On the other hand, if the summaries are first prepared on those subjects against whom we have less information reflecting subversive activity we will be able to better judge whether they should continue in the Security Index. We agree that by deferring the summaries on the Top Functionaries and Key Figures we will have a greater number of summaries prepared on Security Index subjects in less time.

It is recommended that the field will be instructed to submit initial summary reports on Security Index cases in the following categories in the following order. Supplemental summaries must be submitted annually from the date of the initial summaries in all cases:

1. New Security Index Cases--

When a new name is being recommended for inclusion in the Security Index the report submitted will be a summary report. If it is an initial report in the case it will be considered a summary report and will be submitted with a pink first page. However, such a report will include all pertinent information developed in the case to date as would an investigative report and the provisions contained herein regarding selection of information to be specifically reported in summary reports will not apply to the initial reports. Supplemental summary reports will be submitted annually from the date of the initial summary reports (Category #1 in SAC Letter No. 95.)

2. Special Section Cases--

Summary reports will be submitted on each subject included in the Special Section of the Security Index when a summary report has not been submitted previously. Supplemental summaries are to be submitted annually after the initial summary. (Approximately 230 cases)

3. Vital Facility Cases--

The next regularly scheduled report to be prepared in each case in which the subject is employed in a vital facility should be a summary report provided no summary report has been submitted previously. Supplemental summaries are to be submitted annually after the initial summary. (Approximately 1,600 cases)

4. No Pertinent Derogatory Information in Report Form Since January 1, 1949--

All remaining Security Index cases not falling under categories 1 to 3 inclusive should be reviewed and those cases should be scheduled for preparation of summary reports when the review indicates that no pertinent derogatory information has been submitted in report form since January 1, 1949. Supplemental summaries are to be submitted annually thereafter. (Approximately 1,400 cases)

5. All Others--

All other cases in the Security Index except those in category 6 below should be scheduled next for preparation of summary reports. Supplemental summaries are to be submitted annually thereafter. (Approximately 11,800 cases)

6. Top Functionaries and Key Figures--

Summary reports on Top Functionaries and Key Figures will be deferred until after summaries have been submitted on all other Security Index subjects. In any instance where preparation of a summary report on a Top Functionary or Key Figure has begun that report should be completed. Supplemental summaries are to be submitted annually thereafter. (Approximately 1100 cases)

II. Status of Summary Report Project

Question:

Each office is under instructions to advise the Bureau each three months of the progress it is making in preparing summary reports on subjects in categories 2, 6 and 7 (now categories 2, 4 and 5). The offices have been submitting this information in various forms and in some instances incompletely.

Recommendation:

The Security Division desires to instruct the field to submit the status letters in a standard tabulated manner which will simplify the procedure of handling this matter in the field and at the Bureau.

III. Documentation of Summary Reports

Tabulation of Documentation Information on Administrative Pages of Reports

Question:

The question as to the best manner in documenting these reports on the administrative pages has been raised.

Recommendation:

Some offices have followed the procedure of setting up the administrative pages of security reports in tabulated form rather than by setting forth the information in narrative form.

This is a very desirable procedure in that it saves time and space in preparing the report. It is recommended that the field be instructed to utilize the tabulation form where possible and practical.

Live Informant Material

Question:

The Pittsburgh Office has pointed out that prior to 1949 no notation was placed on the informants' reports as to the identity of the Agent receiving the information. Since the beginning of 1949 the name of the Agent appears on the informants' reports but in channelizing the information to the files relating to the subjects mentioned in the informants' reports, the serial number showing the location of the original informants' reports were not placed in the subjects' files. It was pointed out that the name of the informant and the date received is available in the subjects' files but in order to locate the

original it will be necessary to thumb through the informants' files containing the particular items desired until the report bearing the right date is located. This has resulted in considerable delay in the preparation of summary reports.

It was suggested that documentation showing the location of the confidential informants' original reports be discontinued as it has been determined through experience with Smith Act prosecutions that the United States Attorney may want only a few of the original reports. This would mean, of course, that no steps be taken to locate this material until after an emergency arises and the cases are being considered by the United States Attorney.

It was further pointed out, however, that approximately ninety per cent of the pertinent information which will have to be included in the summary reports was obtained from live confidential informants who submitted written reports.

Recommendation:

It is felt that to delay the proper complete documentation of the live confidential informants' reports until after the emergency arises and the cases are considered by the United States Attorney would be a dangerous procedure to follow. If this information is difficult to locate at this time it is not believed desirable to put off documentation of this information until the subjects are apprehended and then trust that the United States Attorney will not require all originals of the written reports for presentation to the hearing boards.

As pointed out above, this type of information will in most cases comprise most of our pertinent information on the subjects, therefore, it is recommended that we have this information fully documented at this time so it can be readily located when needed.

[redacted]

Trash Coverage, Physical Surveillance and Photographic Surveillance Material

C

Question:

In connection with the entire problem of documenting summary reports, the question as to documentation of information obtained through trash covers, physical surveillances, and photographic surveillances automatically presents itself. C

Recommendation:

The same problems exist with regard to these sources as exist with live informants. It is not believed desirable to put off documentation of this information until the subjects are apprehended for the same reasons as are pointed out above for live informants. The original information from such sources as these is not always retained in centralized files as in the case of technical surveillances and the job of locating the original information in office files after the apprehension of Security Index subjects would be tremendous and time consuming. Therefore, it is recommended that the field be instructed to document this type of information as fully as possible. C

"Anonymous" Source Material

Question:

The Security - Espionage School raised the question as to whether "anonymous" source material should be fully documented. It was pointed out during the discussion that some of our most pertinent information indicating Communist affiliations was obtained from "anonymous" sources. C

Recommendation:

With regard to "anonymous" source material, SAC Letter No. 69, dated June 29, 1949, and SAC Letter No. 85, dated September 7, 1949, provided that such information be referred to in the report by confidential symbol number and be identified on the administrative pages as "anonymous." C

[redacted]

[redacted]

SAC Letter No. 85 further provided that a record of the identity of such an informant should be recorded in the most convenient manner and kept in the exclusive possession of the SAC. If any correspondence between the field and the Bureau is necessary, the correspondence should be marked "June" and be filed with the confidential "June" mail at the Bureau and in the field office.

Since this information is filed separately in the field office, it is believed that it could be readily located if necessary, therefore, it is recommended that this type of information not be documented and that the administrative page contain only the word "anonymous" as previously provided.

Technical Surveillance Material

Question:

The Security - Espionage School raised the question as to whether, in connection with information obtained from technical surveillances, it will be necessary to follow the documentation rule showing the file number which will identify the location of the original log in the field office files.

Recommendation:

Technical surveillance material also comes under our "June" mail requirements because of our desire to restrict knowledge of the existence of this type of investigative technique to as few employees as possible.

No Number SAC Letter dated December 22, 1949, provides that in every office where there are technical surveillances, there shall be maintained a special series of files in which the information obtained from these surveillances will be retained. These files are to be maintained apart from the regular files in the office, preferably in a locked room. Logs from technical surveillances will be maintained in these special files. Logs pertaining to each specific case will be kept together and the file covers will bear the same file number as the case file to which the material relates, but will be given a sub-one classification. The logs will be filed chronologically in the appropriate files.

[redacted]

It has been our policy in the past to refer to technical information in a report by temporary symbol number and to identify the temporary symbol on the administrative page by showing the permanent symbol number, date the information was received and the name of the employee receiving the information. Full documentation would only add to this, the file and serial number showing where the original log could be located in the field office files. This appears to be unnecessary as the information can be readily located if desired. C

In view of the highly confidential character of this type of source it is recommended that the field be instructed that it is only necessary to identify the source by permanent symbol number on the administrative page together with the date of activity and date the information is received. C

It is also recommended that the field be instructed to place an asterisk behind the permanent symbol number for the technical surveillance to signify to field and Bureau personnel handling these cases that further documentation of the source is not necessary at this time. C

Microphone Surveillance Material

Question:

The question as to the necessity of documenting information received through microphone surveillances also presents itself. C

Recommendation:

While microphone surveillances have not been treated as confidentially as technical surveillances and "anonymous" sources have been in the files of an office they nevertheless are an investigative technique bordering on the character of such types of sources. Very few of our microphone surveillances have been unquestionably admissible in nature. We do maintain records of the results of microphone surveillances in individual files where it would be possible to locate the original information C

[redacted]

[redacted]

much in the same manner as we would locate information obtained from technical surveillances. While it would be desirable to have all information included in reports fully documented, it is believed that in the interest of expediency we not require the field to fully document information obtained through microphone surveillances.

It is therefore recommended that the field be instructed that in the future only the permanent office symbol number of microphone surveillances be reflected in the administrative portion of reports together with the date of the activity and date the information was received. C

It is also recommended that to signify to field and Bureau personnel handling these cases that further documentation of the source is not necessary at this time an asterisk be added behind the permanent office symbol number for the microphone surveillance. C

<u>Documentation of Information The Original of Which is in an Office Other Than The Office Submitting The Summary Report</u>

Question:

Another question raised at the Security - Espionage School was whether it would be feasible <u>not</u> to document information, the original of which is in a Field Division other than the one requested to prepare the summary report. 4

Recommendation:

This does not appear desirable as much of the pertinent information necessary for documentation will, in many instances, be in other Field Divisions. However, it is felt that if photostatic copies of the original information are in possession of the office preparing the summary report, this should be sufficient provided the date received and the name of the Agent receiving the original information are in the possession of the office preparing the summary report. 4

[redacted]

The New York Office has pointed out that this problem is particularly acute there as photostatic copies of many letters which were obtained from their trash coverage have been sent to other offices. This, of course, is true in other offices in varying degrees. It would be a tremendous task for these offices to handle the many requests which would be made for information as to the location of this material in the office files.

Therefore, it is recommended that if the office preparing the summary report is in possession of photostatic copies of documents received from other offices and the date received and the name of the Agent receiving the information is in its possession it will be unnecessary to request the office which obtained the information to further document it by furnishing information showing the location of the original in the office files.

Question:

The question as to the best manner of obtaining the necessary information for documentation where such information is only in the possession of an office other than the office preparing the summary report has been raised, i.e., whether (1) the reports should be deferred until the necessary information for documentation is obtained from the other office, (2) whether it should be obtained by lead in the summary reports, or (3) whether the reports should be prepared and letters requesting the information for complete documentation be sent to the other offices.

Recommendation:

It is recommended that the field be instructed to follow the third alternative, that is to submit the summary reports and request the necessary information for documentation by separate letter. This will eliminate the necessity of preparing a copy of the report for the other office. When the necessary information is received from the other office amended administrative pages for the reports can be prepared by the office preparing the summary report and submitted to the Bureau.

Documentation of Previous Summary Reports

Question:

Another question raised at the Security - Espionage School was that since none of the previously prepared summary reports were documented, will it be necessary to rewrite these reports in order to comply with current instructions on documentation?

Recommendation:

The number of Security Index subjects on which we have previously prepared summary reports is comparatively small. Such reports were prepared in the past on Top Functionaries and Key Figures and in specific cases on some other Security Index subjects. For example, prosecutive summary reports were prepared on all subjects considered for prosecution under the Smith Act. However, most of these subjects came within the Top Functionary and Key Figure category.

Since, as pointed out above, the individuals on whom we have summary reports are the leading Communist functionaries and in most cases publicly known as Communists, it is not likely that we will have any difficulty showing sufficient Communist affiliations and activities to satisfy a hearing board if an emergency arises, which will make their detention necessary. Therefore, it is recommended that we do not document previously submitted summary reports provided they are suitable for dissemination.

Documentation of Information Concerning Individuals Other Than The Subjects of The Reports and Organizations

Question:

The Security - Espionage School raised the question whether it would be necessary to document (1) information concerning persons other than the subjects mentioned in reports and (2) information concerning organizations identified in the reports.

Recommendation:

The Security Division feels that such documentation is not necessary beyond (1) identifying the source of the information concerning the individual by symbol number and (2) including the approved citation for the organization which is identified in the report.

IV. Documentation of Investigative Reports

Question:

The field has not in the past fully documented investigative reports. If full documentation of investigative reports on individuals is made in the future we will at no time be in the position of having to conduct extensive file reviews of various office files to locate the originals of such information.

Recommendation:

It is recommended that the field be instructed to fully document investigative as well as summary reports in the future. This procedure if adopted now will make each new case and each future report complete within itself.

V. Selection of Information to be Included in Summary Reports

Question:

The Security - Espionage School discussed the feasibility of excluding repetitious and cumulative items of information concerning a subject from the summary reports.

Recommendation:

In many security cases we have obtained information reflecting the subjects' presence at numerous meetings and affairs sponsored by subversive organizations over a period of years. It is believed practical to authorize the field to not specifically report all of these repetitious items if to do so will not weaken our case

[redacted]

against the subject. Such omissions will be dependent upon the preponderance of other evidence against a subject. By granting such authority we will greatly alleviate the burden on the field by making it possible to compile the summary reports in less time.

VI. Channelizing Information to Individual Case Files

Question:

The Security Division feels that if full documentation of information is made in the future on memoranda which are channelized to individual case files, we will not have any future difficulty in readily locating the original evidence in the office files. U

Recommendation:

If you agree, the field will be instructed that henceforth when information is received from live informants, trash covers, physical surveillances, and photographic surveillances, the channelizing memoranda contain all information necessary to identify and locate the original evidence; i.e.: (1) Identity of source, (2) date of activity, (3) date the information was received, (4) identity of the Agent or Agents receiving the information or who can testify to the information and (5) location of the original exhibit in the files. C

ACTION:

If you agree with the above recommendations, the attached proposed SAC Letter should be transmitted to the field. U

In addition to the above, the attached letter points out the necessity for the preparation of summary reports at this time and the necessity for documentation of information contained therein. The letter also sets forth examples of proper documentation of information in reports. U

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NO NUMBER
SAC LETTER I
Series 1952

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

March 14, 1952

In Reply, Please Refer to File No.

WASHINGTON 25, D. C.

RE: SECURITY INDEX
PREPARATION OF SUMMARY REPORTS

Reference is made to SAC Letters Number 95 (B) dated September 22, 1951, and Number 121 (H) dated December 20, 1951, containing instructions regarding the preparation of Summary reports.

In response to several questions and suggestions made by the field concerning various phases of the summary report project, the following instructions are to be followed in the future.

NECESSITY FOR SUMMARY REPORTS

It has been suggested by the field that the project of preparing summary reports be deferred until the backlog of cases not yet investigated has been materially reduced.

This entire matter was considered by the Bureau prior to the issuance of the instructions contained in SAC Letter #95. It is realized that the preparation of summary reports is a tremendous task and one which involves the expenditure of an enormous amount of Agent time. However, it should also be realized that if Security Index subjects are apprehended at the inception of a national emergency each office will be responsible for

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placing in the hands of the appropriate United States Attorneys sufficient evidence and intelligence information which will enable them to present the case of each subject apprehended to the proper legal body for justification of the apprehension and continued detention of the subject during the emergency. The United States Attorneys are going to be faced with a tremendous task of preparing their cases on all these individuals. They will necessarily make requests of each office for evidence and intelligence information properly prepared and assembled which will enable them to carry out their duties with a minimum of confusion and consumption of time. This places upon the Bureau a very definite responsibility to have these cases prepared in a proper, well-coordinated manner with the information against each subject marshalled in an efficient and clearly defined order.

Summary reports are the only device through which we can accomplish our objective and efficiently fulfill our responsibilities in a time of national emergency. Therefore, I desire that each office proceed with the summary report project as instructed in SAC Letter #95 in a vigorous manner until it has been completed. The project will not be deferred until the backlog of other potential Security Index cases is materially reduced.

SCHEDULE FOR SUBMITTING SUMMARY REPORTS

It has been suggested that in order to have a greater number of these summary reports prepared in the least possible time it would be well to defer the preparation of initial summary reports in the most complicated cases until the cases entailing less file review are submitted.

The Bureau agrees with this observation. Therefore, the schedule set up in SAC Letter #95 has been altered to defer the preparation of initial summary reports on Top Functionaries and Key Figures until after the initial summary reports have been submitted on subjects coming within the other categories. Of course, summary reports have already been submitted on a large number of the Top Functionaries and Key Figures under the Smith Act character.

Henceforth, you will adhere to the schedule set forth below and reports on Security Index subjects coming within the following categories will be submitted in the order stated.

1. New Security Index Cases --

When a new name is being recommended for the Security

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Index the report submitted will be a summary report. If it is an initial report in the case it will be considered a summary report and will be submitted with a pink first page (Form #3). However, such a report will include all pertinent information developed in the case to date as would an investigative report and the provisions contained herein regarding selection of information to be specifically reported in summary reports will not apply to the initial reports. Supplemental summary reports will be submitted annually from the date of the initial summary reports. (Category #1 in SAC Letter #95)

2. Special Section Cases --

An initial summary report will be submitted on each subject included in the Special Section of the Security Index when a summary report has not been submitted previously. If a summary report has already been submitted, a supplemental summary will be submitted one year from the date of the previous summary. (Category #2 in SAC Letter #95)

3. Vital Facility Cases --

The next regularly scheduled six-month report on a subject employed in a vital facility will be a summary report provided no summary report has previously been submitted on the subject. If a summary report has been prepared the report submitted one year from the previous summary report will be a supplemental summary report. (Category #3 in SAC Letter #95)

4. No Pertinent Derogatory Information in Report Form Since January 1, 1949 --

Summary reports shall next be submitted on all remaining Security Index cases not coming within categories 1 to 3 inclusive or 5 and 6 below in which no pertinent derogatory information has been submitted in report form since January 1, 1949. Supplemental summary reports will be submitted annually from the initial summary reports. (Category #6 in SAC Letter #95)

5. All Others --

Summary reports shall next be submitted on the remainder of Security Index cases not coming within categories 1 through 4 or 6 below. Supplemental summary reports will be submitted

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annually from the date of the initial summary. (Category #7 in SAC Letter #95)

6. Top Functionaries and Key Figures --

Summary reports on Top Functionaries and Key Figures will be deferred until after initial summaries have been submitted on all the other Security Index subjects. In any instance where the preparation of an initial summary report on a Top Functionary or Key Figure has begun that report should be completed. These instructions shall not in any way change or affect past or future instructions issued in individual cases regarding preparation of summaries under the Smith Act character. Supplemental summary reports will be submitted annually from the date of the initial summary reports. (Categories #3 and #4 in Sac Letter #95.)

As instructed in SAC Letter #95, supplemental summaries in all Security Index cases are to be submitted annually from the date of the previous summaries.

It has been noted that some offices are submitting summary reports on Security Matter subjects who are not included in the Security Index and are not to be included therein. This is not desired unless, of course, such summaries are prepared as a result of specific Bureau instructions in individual cases.

STATUS OF PROJECT

SAC Letter Number 95 instructed that on January 1, 1952, and every three months thereafter as long as the summary report project is not completed, each office shall submit a memorandum to the Bureau reporting the total number of cases in categories 2, 6 and 7 (now categories 2, 4 and 5) listed for preparation of summary reports and the number of cases in each category in which the summaries have been prepared. In view of the above changes in schedule, the next status letters, due April 1, 1952, and all subsequent quarterly status letters should contain the following information set up in the following manner.

Category	Total Number of Cases	Number of Initial Summary Reports Submitted To Date	Number of Summary Reports to be Submitted	Expected Date of Completion
2				
4				
5				

DOCUMENTATION OF SUMMARY REPORTS

Necessity For Documentation

Several offices have indicated that the requirements for documentation of evidence and information contained in summary reports have and will entail a tremendous amount of file review to obtain the necessary information for complete documentation.

We are not now in a position where we can predict just what type of evidence or intelligence information each U. S. Attorney may desire in each case nor can we state at this time the type of information they will desire to present in each case. That is, whether they will require the presence of the original informants for testimony, whether the original informants' reports will suffice, or whether testimony of the appropriate Bureau Agent will be sufficient. We cannot at this time assume that a subject can be detained merely on the face of the information contained in the reports.

It is therefore incumbent upon us to be in a position to locate any evidence or intelligence information desired by the U. S. Attorneys in the least possible time. The exigencies of the Bureau's work at the time of a national emergency will preclude us from conducting extensive file reviews to locate exhibits already in our possession which are desired by U. S. Attorneys. We must be able to produce such evidence upon short notice with a minimum of delay and confusion.

We are in a better position to document these reports now, at the time they are prepared, than to delay such action

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until an emergency is upon us. A summary report well prepared and well documented at this time will preclude time-consuming action at a later date.

In connection with the matter of documentation of reports your attention is directed to SAC Letter Number 39 dated March 4, 1948, which called the field's attention to the necessity for setting forth in reports the identity of the Agents who can testify to the particular incidents or material facts being set forth.

Complete documentation of information in reports consists of five elements, namely:

1. Identity of the source.

2. Date of activity being reported.

3. Date the information was received.

4. Identity of the Agent or Agents receiving the information or who can testify to the information obtained.

5. Location of the original exhibit in the office files.

If any of these elements are not included either in the details or administrative portion of the report, the report is not fully documented.

With the exception of "anonymous" sources, technical and microphone surveillances, it is desired that wherever possible full documentation of each report be made. If any of the above five elements are not obtainable the lack of such information must be indicated in the administrative portion of the report.

Some offices have been following the practice of setting forth the necessary documentation on administrative pages in tabulated form under appropriate headings for each page rather than in narrative form. This procedure, although not practical in all instances, is desirable in that it saves considerable time and space in preparing the necessary data. It is suggested that it be utilized whenever practical in both investigative and summary reports. The examples set forth below illustrate use of the

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tabulated form.

In those instances where one informant has submitted information concerning numerous activities of a subject occurring on more than one date it would be well to include in the documentation on the administrative pages the date of the activity as well as the identity of the source, date received, identity of the Agent receiving the information and the file and serial number of the informant's original report. This procedure will facilitate the correlation of the documented information appearing in the administrative pages with the specific activity to which it relates in the details.

Example:

Identity of Source	Date of Activity and/or Description of Information	Date Received	Agent to Whom Furnished	File Number Where Located
T-1 ND-872-S	7-10-46	7-13-46	John J. Doe	100-789123-16
	1946 CP membership card	8-20-46	John J. Doe	100-78670-10A
	10-10-46	10-13-46	John J. Doe	100-723976-118
T-2 ND-735-S	8-15-47	8-18-47	James Roe	100-76324-43
	9-10-47	9-13-47	James Roe	100-373542-119
	10-1-49	10-3-49	James Roe	100-572890-1289

Live Informant Material

It is desired that documentation of material obtained from live informants be as complete as possible. If this necessitates file reviews to locate the necessary information such reviews must be made. If this makes it necessary to go to the

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original informants' reports this should be done.

All five elements of documentation must be obtained and included in the administrative portion of the reports wherever possible.

Example:

Identity of Source	Date of Activity and/or Description of Information	Date Received	Agent to Whom Furnished	File Number Where Located
T-1 ND-786-S	1-19-48	1-22-48	John J. Doe by written report	100-19899A-23
	3-20-48	3-22-48	John J. Doe by written report	100-19899A-68
	9-31-48	10-3-48	John J. Doe by written report	100-19899A-113
T-2 ND-999-S	3-1-49	3-3-49	James Roe orally	100-19899A-72
	6-10-49	6-12-49	James Roe by written report	100-12631A-143
T-3 James B. Brown 1222 East 50th Street, Los Angeles		10-5-49	orally to Harold P. Jones	100-776632-10
T-4 ND-760-S		6-2-50	Ross X. Daniels by written report	100-884493-56

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It is realized that all of the necessary information, particularly in those instances where informants' reports were submitted several years ago, may not be obtainable. When it is not contained in the files, of course, it cannot be placed in the current summary reports. When such information is not available that fact should be shown in the administrative pages of the summary reports.

Example:

Identity of Source	Date of Activity and/or Description of Information	Date Received	Agent to Whom Furnished	File Number Where Located
T-1 ND-786-S	1-19-48	1-22-48	John J. Doe By Written Report	Unable to locate

Trash-Coverage Material

It is desired that documentation of material obtained through trash covers be as complete as possible. If this necessitates review of files to locate the original exhibits such review must be made.

Example:

Identity of Source	Date of Activity and/or Description of Information	Date Received	Agent to Whom Furnished	File Number Where Located
T-1 Trash cover on Room 197 at 7864 Western Terrace, Chicago, Illinois	Leaflets printed by Western Club C.P.	1-19-47	John J. Doe	100-787878-756
T-2 ND-911-S Trash cover CP Headquarters 1159 East Terrace Chicago, Illinois	Handwritten notes of executive meeting held January 11, 1950	1-23-50	James J. Roe	100-627611-59

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Physical-Surveillance and Photographic-Surveillance Material

Information obtained through physical surveillances and photographic surveillances must be completely documented. If this necessitates review of files to locate the original surveillance logs such review must be made.

Example:

Identity of Source	Date of Activity and/or Description of Information	Date Received	Agent to Whom Furnished	File Number Where Located
T-1 Physical Surveillance		1-19-50	John J. Doe & James J. Roe	100-997768-15
T-2 Physical Surveillance		2-10-50	John J. Doe & James J. Roe	100-776688-52
T-3 Photographic Surveillance L.A.C.P. Headquarters		7-25-50	Charles E. Dunn & Harold P. Jones	100-897652-72

"Anonymous" Source Material

Requirements for documentation of these reports will not affect the requirements for reporting information obtained from "anonymous" sources. Such information will continue to be handled as it has in the past in accordance with SAC Letter Number 69 dated June 29, 1949, and SAC Letter Number 85 dated September 7, 1949.

Example: The administrative page will reflect only the following.

T-1 Anonymous source.

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Technical-Surveillance Material

Requirements for documentation of these reports are not to necessitate extensive file reviews at this time for the purpose of obtaining full documentation of information received in the past through technical surveillances. Instructions in No Number SAC Letter dated December 22, 1949, shall continue to be followed. It will be sufficient to identify the source by permanent symbol number, date of the activity and date received.

When identifying the permanent office symbol number of the technical surveillance on the administrative page, an asterisk should be added behind the permanent symbol number. This will signify to field and Bureau personnel that further documentation of the source in the report is not necessary at this time.

Example:

Identity of Source	Date of Activity	Date Received
T-1 ND-782-S *	3-15-50	3-24-50
	3-26-50	3-26-50
T-2 ND-814-S *		4-21-50
T-3 ND-964-S *		7-13-50

Microphone-Surveillance Material

Requirements for documentation of these reports are not to necessitate extensive file reviews at this time for the purpose of obtaining full documentation of information received in the past through microphone coverage.

It will be sufficient to identify the source by permanent office symbol number, date of the activity and date the information was received.

When identifying the permanent office symbol number of the microphone surveillance on the administrative page an asterisk should be added behind the symbol number to indicate that no further documentation is necessary at this time.

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Example:

Identity of Source	Date of Activity	Date Received
T-1 ND-784-S *	1-15-42	1-15-42
	2-21-42	2-21-42
	3-15-42	3-18-42
	3-25-42	3-25-42
T-2 ND 623-S *		10-15-48
T-3 ND 777-S *		11-4-50

Documentation of Information, the Original of Which is in an Office Other Than the Office Submitting the Summary Report.

The question has been raised as to whether it is feasible not to document information, the original of which is in an office other than the office preparing the summary report.

This practice may be followed in a modified form but only in the following instances. If the office preparing the report is in possession of photostat copies of documents received from other offices and the identity of the source, date of activity, date received, and the name of the Agent receiving the information are known it will not be necessary to request the office originally obtaining the information further to document it by furnishing information showing the location of the original in the office files.

Example:

Identity of Source	Date of Activity and/or Description of Information	Date Received	Agent to Whom Furnished	File Number Where Located
T-1 New York Informant ND-986-S	10-31-49 Photostat copy of letter written by subject to CP headquarters, NYC	11-22-49	James Roe	

T-2 New York Informant ND-777-S	3-11-50 Photostat copy of list of subscribers to "Daily Worker" Denver area	8-2-51	Charles E. Dunne

It is not desired that submission of reports be delayed solely for the purpose of obtaining documentation information from another office. The summary reports will be submitted with the statement appearing on the administrative page that the other office has been requested to furnish the necessary information.

Example:

Identity of Source	Date of Activity and/or Description of Information	Date Received	Agent to Whom Furnished	File Number Where Located
T-1 New York Informant ND-1002-S	10-15-50	Awaiting documentation from New York		

A separate letter should be sent to the other office, not to the Bureau, requesting the necessary information. Upon receipt of the information amended administrative pages for the report will be prepared by the office which prepared the summary report and copies submitted to the Bureau.

Of course, if it is known by the office preparing the summary report that the source is an "anonymous" source, technical or microphone surveillance a request need not be made of the other office for the documentation information.

If it is not known that the source is one of these three

types and a request is made of the other office for the information and it is found that it is one of these, the office submitting the summary report need only prepare the amended administrative page showing an asterisk beside the symbol number for the informant or reflecting it to be an "anonymous" source.

Documentation of Previous Summary Reports

SAC Letter Number 95 instructed that in cases in which a prior summary report has been submitted, summary reports being prepared should cover the period from the last summary report to date. SAC Letter Number 121 instructed that in cases where dissemination of previous summary reports is not advisable because of disclosure of confidential sources the information contained therein should be incorporated into the current summary reports.

The question has been asked whether it will be necessary to rewrite all previous summary reports in order to comply with instructions regarding documentation. This will not be necessary. However, you should comply with the requirements for documentation of the current summary reports if information contained in previous summary reports is incorporated into the current summary reports.

Documentation of Information Concerning Individuals

Other Than the Subject and Organizations

It will not be necessary to conduct extensive file reviews to document fully information appearing in these reports concerning persons who have associated with the subjects other than to identify the source of the information as you have in the past. For example, if it is found desirable to include in a report the identities of individuals who are known Communists and have been associates of the subject to lend weight to evidence of the subject's potential dangerousness, the source of the information reflecting the associate to be a Communist should be identified. It will not be necessary to document further such information by conducting file reviews to determine the identity of the Agent receiving the information or location of the original exhibit in the files. In most cases such information can be readily obtained from the summary reports submitted on the associates who in most instances are in the Security Index.

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It will not be necessary to document fully information reflecting the subversive character of organizations identified in these reports. The citations which have been used in the past will be sufficient. For example, it will be sufficient to state that the Communist Party, USA, has been cited by the Attorney General of the United States as a subversive organization which seeks to alter the form of the government of the United States by unconstitutional means; or that the National Council of American Soviet Friendship has been cited by the Attorney General of the United States as coming within the Purview of Executive Order 9835.

DOCUMENTATION OF INVESTIGATIVE REPORTS

Henceforth, all investigative reports submitted in all security cases must be fully documented in line with the current instructions. It is pointed out that if this procedure is rigidly followed in the future it will never be necessary to go beyond such reports to determine the necessary information for documentation, nor will it be necessary to conduct extensive file reviews to determine the location of original exhibits submitted by sources other than "anonymous" sources, technical surveillances, and microphone surveillances in cases which will be included in the Security Index in the future or in cases already included in the Security Index in which future information is developed.

SELECTION OF INFORMATION TO BE INCLUDED IN SUMMARY REPORTS

You have previously been instructed to include in summary reports all pertinent information contained in your files. These instructions remain in effect.

However, the question of pertinency of certain information is dependent upon the weight of all the evidence obtained against the subject. Frequently, in these cases, we have through our coverage obtained information reflecting the subject's presence at numerous meetings of subversive organizations over a period of years. In some cases meetings known to us to have been attended by a subject will add up to several hundred over a long period of time. In many instances these facts will have been reported by only one informant. In others only two or three informants have reported the subject's attendance at all of the meetings.

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While it would be desirable specifically to reflect the subject's attendance at all of these meetings in the summary reports it is realized that the work involved in incorporating all of this information including the documentation thereof necessitates the consumption of a tremendous amount of Agent time, the disadvantage of which offsets the advantage of specifically including the information. Therefore, in the interest of expediency, where instances of this nature are encountered, such repetitious and cumulative items to be specifically set forth in the reports may be reduced in number to the point where they will be limited to a representative number of such items. Each such item specifically set forth should, of course, be fully documented.

It is not possible to specify a maximum or minimum number of such items to be included in each instance. This will be dependent upon the preponderance of other evidence available for inclusion in the report which will lend weight to our case against the subject.

The decision not to report specifically such items must necessarily be influenced by the weight of the other evidence. It should be borne in mind by the reporting Agent that our case against the subject must not be weakened by omitting such items. If more than one informant has submitted such cumulative items, a representative number coming from each informant should be included; bearing in mind that corroboration by more than one source will tend to lend weight to the evidence being reported against the subject.

At any time there is doubt as to whether the information should be specifically set forth in the summary report, the Agent preparing the report should consult with his supervisor regarding the matter.

The selection of such items with regard to period of time will be dependent upon all facts developed against the subject. The selection should be based upon the objective of specifically reporting data sufficient to obtain continued detention of each subject if apprehended.

In this connection the Bureau feels that in reporting activities of a subject since January 1, 1949, a greater percentage of repetitious and cumulative items and in many instances all such items should be specifically reported. This is necessary

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because of security precautions adopted by the Communist Party since that time. It will be particularly incumbent upon the reporting Agent to report specifically such items in those cases where there is little information reflecting subversive activity of a subject since January 1, 1949. In those cases where there is an enormous number of such items you may be more liberal in the selection of those items to be specifically reported.

When selection of a representative number of such items is made they should be followed by a general statement in the details summarizing the other items furnished by the source; i.e., the summarizing statement should state that the source advised that the subject also attended a certain number of meetings during a certain period.

> For example; "T-1 also advised that the subject was in attendance at 54 other open and closed Communist Party meetings during the period between January 15, 1942, to February 25, 1944; 22 various other Communist Party meetings between April 10, 1948, and December 22, 1948."

These instructions regarding selection of information to be included in summary reports shall not apply to investigative reports. All pertinent subversive derogatory information developed on a subject should be specifically set forth in investigative reports as it has in the past.

CHANNELIZING INFORMATION TO THE FILES

In the future when information received from live informants, trash covers, physical surveillances and photographic surveillances is channelized to the individual case files of subjects of security investigations, all of the information necessary for complete documentation must be clearly shown on the channelizing memoranda or other documents being placed in the individual files. That is, (1) the identity of the source, (2) date of activity, (3) date the information was received, (4) identity of the Agent or Agents receiving the information or who can testify to the information, and (5) location of the original exhibit in the office files must be clearly shown in the individual casefiles.

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3-14-52

Many offices have followed this procedure in the past. Each SAC should check to be certain that it is followed in the future in his office.

Very truly yours,

John Edgar Hoover

Director

UNRECORDED
3-15-52

GENERAL

(C) SECURITY INDEX - SPECIAL SECTION PROMINENT INDIVIDUALS SUBDIVISION -- The Prominent Individuals Subdivision of the Special Section of the Security Index is being discontinued. "Prominent Individuals" divider guide cards should be removed from each field office's Special Section. The Bureau is of the opinion that prominent and nationally known individuals should not be set apart from the general Security Index because of their prominence.

All offices heretofore having Security Index cards in the Prominent Individuals Subdivision are being advised specifically by separate communications as to the action to be taken in regard to the respective Security Index cards and individual cases.

1146
changed to
38-17

SECURITY INFORMATION - CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 3/22/52

FROM : SAC, PHOENIX (REGISTERED

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re Phoenix letter dated December 28, 1951.

The Phoenix Office has, at the present time, 97 security-index su[illegible]ts included on the security index list.

Since [illegible]ission of reference letter the Bureau has been requ[illegible] [illegible]welve cases to authorize the interviewing of secu[illegible] [illegible]ubjects. Four interviews have been authorized [illegible]reau and are presently outstanding. Since the [illegible]n of reference letter seven security-index subjec[illegible] been cancelled on the Phoenix security-index list.

Sevente[illegible]y reports on security-index subjects have been wri[illegible] since the submission of reference letter. Seventy-two s[illegible]ry reports are still to be submitted in category #7.

A schedule of preparing summary reports in the outstanding cases in category #7 has been made and these reports will be submitted as soon as possible.

Changed to

38-17

March 31, 1952

SAC, Phoenix

Director, FBI

SUMMARY REPORTS IN
SECURITY INDEX CASES

Reurlet dated March 22, 1952, wherein you advise of the status of the summary report project in your office.

Your attention is directed to pages four and five of No Number SAC Letter (I) dated March 14, 1952, instructing each office to submit the quarterly status letter in connection with the summary report project in a standard form.

Please comply with those instructions.

Office Memorandum • UNITED STATES GOVERNMENT

TO :

FROM :

DATE: February 14, 1952

SUBJECT: PROMINENT INDIVIDUALS SECTION
SECURITY INDEX - GENERAL

PURPOSE:

Prepared at your request in connection with the memorandum from to dated February 8, 1952.

DETAILS:

The following observations are submitted in connection with the recommendation made in memorandum of February 8, 1952.

Re Recommendation Number 1:

I agree that the Department should be followed frequently to get a decision as to whether the 35 subjects now carried in the Prominent Individuals Section should be included on the Security Index.

Re Recommendation Number 2:

Due to (1) the failure of the Department to render decisions on these cases as to whether the Department approves or disapproves the prompt detention of these individuals at the time of an emergency, which decisions have been delayed for an extended period of time and (2) other changing factors, I agree that the Prominent Individuals Section of the Special Section of the Security Index should be discontinued at this time.

However, I do not believe that we should separate these 35 individuals into groups to be apprehended or not to be apprehended but that whatever action is taken, be taken as to all 35. All are prominent for one reason or another in their respective fields and any one of them may affect public support to the detention program in the area or areas where the subject is well known. Based on our investigations

these individuals, all of them, are dangerous or potentially dangerous to the internal security in varying degrees according to our Security Index standards.

The Korean situation and the public disclosure of the aims and purposes of the Communist Party and Communist front groups in the press has made the support of Communism unpopular. Some of these prominent persons have shrewdly attempted to save face by making a partial disclosure of their Communist Party association. Others have done nothing positive to counter long periods of Communist Party association but their investigations fail to show present activities in the subversive fields. Many of these prominent persons are no different than routine Security Index subjects who have become inactive in subversive movements in recent years and until investigations indicate a complete and clear disaffection from the Communist movement they remain potential security threats. Therefore, we must not discontinue the investigations on these individuals even though we no longer carry them in the Security Index.

Accordingly, the following is submitted as a suggestion for carrying out recommendation number 2 with the only basic difference being that it apply to all 35 subjects rather than to only 23 subjects.

A. That the Prominent Individuals Section be discontinued.

B. That the Security Index cards on all 35 subjects be cancelled at this time in the Field and at the Bureau.

C. That ticklers be continued at the Bureau to follow the Field closely on these cases in accordance with existing instructions.

D. That there be no change in the instructions to the Field in these prominent cases, i.e., the Field to keep the Bureau advised of any important developments in these cases; submit a report at least once every six months and never close the case, keeping it in a pending or pending-inactive status at all times. The

Field to be instructed to follow these cases by administrative tickler to see that the above is done.

E. That we continue to follow the Department for a decision as to whether these subjects should be on our Security Index. In view of the fact that we would remove these names from the Security Index it will be necessary to advise the Department at this time that the names of these 35 individuals have been removed from our Security Index list because (1) we have not received a reply from the Department to our memorandum to , dated May 24, 1951, in which we asked for a prompt reply as to whether the Department approved or disapproved the action taken by the Bureau in listing the names of these individuals in the Security Index and (2) these are controversial figures who cannot be listed for summary arrest in an emergency until the Department specifically instructs that it be done.

F. That in the event of an emergency prior to the receipt of the decision in these matters from the Criminal Division of the Department that the matters be immediately taken up with the Attorney General for his instructions in the matter.

Re Recommendation Number 3:

Covered under number 2 above.

Re Recommendation Number 4:

Covered under number 2 above.

ACTION:

This is submitted per your request for my viewpoints in regard to recommendations.

changed to
26-31

SAC, Los Angeles

March 10, 1952

Director, FBI

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SECURITY INDEX

The Prominent Individuals Subdivision of the Special Section of the Security Index is being discontinued. The Bureau is of the opinion that prominent and nationally known individuals should not be set apart from the general Security Index because of their prominence.

The Security Index cards for the following named individuals are carried in the Prominent Individuals Subdivision of your Security Index at this time:

The files on the above-mentioned individuals have been reviewed at the Bureau and the Security Index cards for these individuals are being cancelled at this time and you should destroy both Security Index cards for each individual. For your information, each of the above cases has been presented to the Department for an opinion as to whether the individual's name should be carried in our Security Index. Upon receipt of a reply from the Department you will be advised in each case as to whether the individual's name should be added to the general Security Index.

There is no change in existing instructions as to the investigative attention to be afforded each case mentioned above. As outlined in SAC Letter Number 23 dated March 3, 1951, each case should be maintained in a pending or pending-inactive status and you should maintain an administrative tickler for each case to be certain that reports are submitted at least each 6 months. The periodic report must be submitted even though no derogatory information has been developed, in which event it should contain the negative results of contacts with confidential informants. Subject's place of employment and residence must be verified at the time each report is written and that background information should be contained in each report.

1150

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: March 21, 1952

FROM :

SUBJECT: SECURITY INDEX - GENERAL

PURPOSE:

To advise you of the total cards in the Security Index.

DETAILS:

During the past week 80 new cards were added to the Security Index and 51 cards were cancelled, a net increase of 29 cards.

The Security Index count as of today is 18,089.

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3-15-52

Security Index - Gise

(II) DELINQUENCY IN SECURITY INVESTIGATIONS -- The importance of investigations in the security field and our corresponding responsibilities in regard to the internal security of the nation have been reiterated to you during the past year. Despite this fact the delinquency in this field has not been brought within normal bounds in comparison with the delinquency in other types of investigations and a tremendous backlog of pending security matters still remains. The fact that this unworked backlog of security matters still confronts us is of the greatest concern to me.

It is fully realized that heavy demands have been made in the security field during the past year. These demands were necessary to remain "on top" of the security situation. Every effort has been made to make manpower available to you for assignments to security work without impairing other programs of the Bureau. The progress each field office is making in reducing the backlog of security matters is being analyzed carefully at the Bureau on a monthly basis. An analysis of the over-all problems in the security field has been made and I believe the following steps and instructions will facilitate bringing your security investigations into a current status.

1. Intensive study has been given to the program of preparing summary reports on all Security Index subjects. A separate SAC Letter has been prepared streamlining the summary reports, yet maintaining the information and content for the purpose for which the reports are being prepared. Observations presented by Agents attending the current Internal Security - Espionage schools have been taken into full consideration and considerable time will be saved by the measures incorporated in that SAC Letter.

2. Effective immediately, you should discontinue recontacts with plant informants in the following types of facilities:

   a. Key facilities designated by the Secretary of Defense.

   b. Atomic Energy facilities (Class B and C only)

   c. Facilities having classified contracts.

   d. Facilities designated as vital by the Army or the Navy.

   e. Facilities designated as vital by each individual field office.

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SAC LETTER NO. 27
Series 1952

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Recontacts with plant informants should still be made in accordance with existing Bureau instructions concerning the following types of facilities which are not included in the above categories.

a. Class A facilities of the Atomic Energy Commission.

b. Strategic Air Command Bases of the Air Force.

Plant informants should continue to be developed in all types of facilities set forth above until adequate informant coverage is acquired at each plant or facility. The foregoing instructions are meant to apply to recontacts with plant informants. You will be advised when the recontact program with plant informants should be reinstituted.

3. Effective immediately, you should discontinue recontacts with American Legionnaires for a period of one year. You will be advised when the recontact program with American Legionnaires should be reinstituted. However, it will be necessary for you to make initial contacts with newly-elected American Legion officials at post, state, district and national levels. You should also continue to make initial contacts with each American Legion post until adequate coverage has been effectuated.

4. I am giving careful consideration to the personnel needs of each field office. As personnel becomes available we are endeavoring to reallocate this personnel to the field offices where there is the greatest need in line with the Bureau's over-all investigative responsibilities.

5. In view of the fact that a considerable proportion of the Agents now in the Field are inexperienced in security work, Internal Security-Espionage training schools have been instituted at the Bureau for key Agents assigned to security work to bring them thoroughly up to date on all Bureau security programs, policies and responsibilities. These key men will provide the focal point for the further training of personnel assigned to security investigations in your office. You should be certain you are making full use of the training these key Agents have received.

If you have not already instituted a planned program to train Agents inexperienced in security work you should do so

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immediately in order to increase the efficiency in the handling of security investigations, to eliminate wasted effort and to receive maximum benefits from the personnel presently assigned to you.

6. It has been noted that some offices have opened security investigations on nonspecific and vague allegations which do not come under any of the existing Bureau standards for opening security cases. Such procedure increases the case load in your office and is unwarranted. It results in a waste of manpower during this period when we need to utilize our resources to the fullest measure on important and necessary matters. In several offices, Inspectors from the Seat of Government have found it necessary to instruct that more careful evaluation be given to the opening of security cases.

In order to insure that we are not wasting time and effort on the investigation of nonspecific and vague allegations you are instructed to survey the procedure followed in your office in opening security cases with particular reference to the evaluation being placed on items of a nonspecific and vague nature. In addition, you should institute a review of a representative number of pending security cases to insure that there is a sound basis for each investigation and that unwarranted investigation is not being requested of auxiliary offices. You should take appropriate administrative steps to insure that proper evaluation is given to these matters as future allegations are received.

These instructions do not in any way change the basis for opening security investigations as set forth in existing Bureau instructions but rather are for the purpose of insuring that proper evaluation is being given to the substance of allegations prior to the opening of the cases.

7. From the number of security matters presently assigned to approved law enforcement agencies for investigation I am convinced that most offices are not taking advantage of this means to reduce the heavy backlog of security matters in the Field. In many instances field offices have no security cases assigned to law enforcement agencies for investigation.

You should review this situation in your office immediately and make appropriate assignments to approved law enforcement agencies in accordance with prior Bureau instructions. The

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extent of assignments to law enforcement agencies is being closely followed at the Bureau.

In view of the continued tense international situation, we in the Bureau have no choice but to face squarely the problems in the security field and take positive concrete steps to meet our responsibilities in that field by bringing our security work into a current status. You should afford this important matter your close personal supervision.

Very truly yours,

John Edgar Hoover

Director

3/15/52
SAC LETTER NO. 27
Series 1952

UNRECORDED

March 22, 1952

DELINQUENCY IN SECURITY INVESTIGATIONS

Security Dated March G. I. R. 3

PURPOSE:

To analyze the present delinquency in security matters in the 12 field offices having the most security work and to attach letters to those offices.

DETAILS:

The Executives' Conference on March 6, 1952, considered certain suggestions made by the Domestic Intelligence Division looking toward a reduction of delinquency and the backlog of cases in the security field. The suggestions and steps to reduce delinquency were sent to the Field by SAC Letter Number 27 dated March 15, 1952. The SAC Letter again stressed the absolute necessity that the Field must take positive concrete steps to get "on top" of the security situation.

Twelve offices, namely: New York, Los Angeles, San Francisco, Detroit, Chicago, Philadelphia, Seattle, Newark, Cleveland, New Haven, Minneapolis and Boston, have approximately 70% of the pending matters in classifications Espionage, Internal Security, Security Matter and Foreign Intelligence. Those offices were advised on December 17, 1951, to take immediate steps to reduce the delinquency and backlog in the security field. The Executives' Conference recommended that letters again be sent to those offices after an analysis had been made of their progress in this matter, the analysis to include the statistics available in the administrative reports for the month of February.

A statistical analysis of the security work in each of the 12 field offices is attached hereto.

The over-all figures for the 12 field offices is set out as follows:

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	Pending Active Matters 65-100-105	Pending Active Matters Unassigned 65-100-105	Pending Active Matters All Classifications
Oct. 31, 1951	24,004	9376	58,756
Jan. 31, 1952	23,170	8562	55,420
Feb. 29, 1952	22,943	7076	55,673

OBSERVATIONS:

1. The 12 field offices mentioned above have approximately 76% of the present Security Index cards and 85% of the estimated Communist Party membership in this country.

2. From the figures mentioned above it is to be noted that the pending active matter backlog in classifications 65, 100 and 105 has been reduced 4.4% between October 31, 1951, and February 29, 1952. Although the reduction to date is small it is significant, however, to indicate a trend downward in the security backlog after an almost continuous increase in most offices since the Korean situation. In this same regard you will note there has been a substantial reduction in the number of unassigned matters.

3. Due to steps already taken at the Bureau's instructions, 8 of the 12 offices have been able to effect some reduction in the total pending active matters in classifications 65, 100 and 105 during the period from October 31, 1951 to February 29, 1952. The work load has increased in New York, Chicago and Minneapolis during that period and has remained constant at Boston. The instructions and steps for aiding the field in reducing the delinquency contained in SAC Letter Number 27, dated March 15, 1952, should bring a out a continual and more rapid reduction of the delinquency.

4. As of February 29, 1952, the 12 offices had a total of 22,943 pending active matters in classifications 65, 100 and 105 still un-worked which represented 41.2% of all pending active matters in those offices.

5. In all 12 offices the heavy pending case load and high delinquency is in classification 100.

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6. Our biggest problem is in the New York Office which has approximately 33% of the pending active security matters of the 12 offices mentioned above. In view of the heavy backlog of 7,586 pending active matters in classifications 65, 100 and 105 and an equal backlog in all other classifications, it does not appear that this backlog can be rapidly reduced until additional personnel can be made available to that office. However, it is significant to note that during February, 1952, the New York Office was able to make some headway in reducing this backlog.

ACTION:

If you approve, there are attached letters to the 12 field offices mentioned above.

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Status of Work
Boston Division

Classification	Date	Total Pending Active Matters	Pending Active Matters Unassigned	Percentage Delinquency
65	10-31-51	42	0	45%
	1-31-52	25	0	28%
	2-29-52	32	0	31%
100	10-31-51	787	220	54%
	1-31-52	757	86	72%
	2-29-52	787	62	62%
105	10-31-51	41	0	54%
	1-31-52	46	1	25%
	2-29-52	51	0	53%

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	10-31-51	1-31-52	2-29-52
Total Pending Active Matters (Classifications 65, 100 & 105)	870	828	870
Total Unassigned Pending Active Matters (Classifications 65, 100 & 105)	220	87	62
Total Pending Active Matters (All Classifications)	3105	2874	2874

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Percentage of Pending Active Matters in 65, 100 & 105 (2-29-52) 30.2

ENCLOSURE 1

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UNRECORDED
3-22-52

Status of Work
Minneapolis Division

Classification	Date	Total Pending Active Matters	Pending Active Matters Unassigned	Percentage Delinquent
65	10-31-51	8	0	50%
	1-31-52	12	0	17%
	2-29-52	14	0	29%
100	10-31-51	610	273	73%
	1-31-52	696	196	64%
	2-29-52	711	218	68%
105	10-31-51	18	4	22%
	1-31-52	5	4	80%
	2-29-52	8	0	13%

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	10-31-51	1-31-52	2-29-52
Total Pending Active Matters (Classifications 65, 100 & 105)	636	713	733
Total Unassigned Pending Active Matters (Classifications 65, 100 & 105	277	200	218
Total Pending Active Matters (All Classifications)	1758	2097	2174

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Percentage of Pending Active Matters in 65, 100 & 105 (2-29-52) 34.2%

ENCLOSURE

ENC 2

UNRECORDED
3-22-52

Status of Work
New Haven Division

Classification	Date	Total Pending Active Matters	Pending Active Matters Unassigned	Percentage Delinquent
65	10-31-51	21	0	5%
	1-31-52	23	0	9%
	2-29-52	26	0	35%
100	10-31-51	479	1	57%
	1-31-52	391	0	47%
	2-29-52	393	0	48%
105	10-31-51	13	0	.0%
	1-31-52	20	0	20%
	2-29-52	23	0	26%

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	10-31-51	1-31-52	2-29-52
Total Pending Active Matters (Classifications 65, 100 & 105)	513	434	442
Total Unassigned Pending Active Matters (Classifications 65, 100 & 105)	1	0	0
Total Pending Active Matters (All Classifications)	1372	1374	1412

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Percentage of Pending Active Matters in 65, 100 & 105 (2-29-52) 31.3%

ENCLOSURE

Enc 3

UNRECORDED
3-22-52

Status of Work
Cleveland Division

Classification	Date	Total Pending Active Matters	Pending Active Matters Unassigned	Percentage Delinquent
65	10-31-51	30	0	47%
	1-31-52	21	1	57%
	2-29-52	21	0	33%
100	10-31-51	1147	37	74%
	1-31-52	1057	29	73%
	2-29-52	992	26	63%
105	10-31-51	34	0	71%
	1-31-52	38	0	53%
	2-29-52	49	1	43%

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	10-31-51	1-31-52	2-29-52
Total Pending Active Matters (Classifications 65, 100 & 105)	1211	1116	1062
Total Unassigned Pending Active Matters (Classifications 65, 100 & 105)	37	30	27
Total Pending Active Matters (All Classifications)	3476	3807	3447

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Percentage of Pending Active Matters in 65, 100 & 105 (2-29-52) 30.0%

ENCLOSURE
100-358086

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UNRECORDED
3-22-52

Status of Work
Newark Division

Classification	Date	Total Pending Active Matters	Pending Active Matters Unassigned	Percentage Delinquent
65	10-31-51	64	0	50%
	1-31-52	67	1	36%
	2-29-52	67	1	50%
100	10-31-51	1190	40	73%
	1-31-52	1059	6	65%
	2-29-52	1109	1	62%
105	10-31-51	64	0	45%
	1-31-52	61	0	48%
	2-29-52	69	0	55%

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	10-31-51	1-31-52	2-29-52
Total Pending Active Matters (Classifications 65, 100 & 105)	1318	1187	1245
Total Unassigned Pending Active Matters (Classifications 65, 100 & 105)	40	7	2
Total Pending Active Matters (All Classifications)	4001	3538	3455

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Percentage of Pending Active Matters in 65, 100 & 105 (2-29-52) 36%

ENCLOSURE

ENC 5

UNRECORDED
3-22-52

Status of Work
Seattle Division

Classification	Date	Total Pending Active Matters	Pending Active Matters Unassigned	Percentage Delinquent
65	10-31-51	18	0	33%
	1-31-52	17	1	47%
	2-29-52	47	0	17%
100	10-31-51	503	45	39%
	1-31-52	388	18	62%
	2-29-52	370	13	55%
105	10-31-51	10	0	50%
	1-31-52	9	0	44%
	2-29-52	13	0	23%

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	10-31-51	1-31-52	2-29-52
Total Pending Active Matters (Classifications 65, 100 & 105)	531	414	430
Total Unassigned Pending Active Matters (Classifications 65, 100 & 105)	45	19	13
Total Pending Active Matters (All Classifications)	2191	1819	1869

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Percentage of Pending Active Matters in 65, 100 & 105 (2-29-52) 23%

ENCLOSURE

Enc 6

UNRECORDED
3-22-52

Status of Work
Philadelphia Division

Classification	Date	Total Pending Active Matters	Pending Active Matters Unassigned	Percentage Delinquent
65	10-31-51	71	1	35%
	1-31-52	49	0	28%
	2-29-52	59	0	27%
100	10-31-51	2350	1379	59%
	1-31-52	1683	1229	73%
	2-29-52	1579	115	74%
105	10-31-51	66	36	55%
	1-31-52	47	0	26%
	2-29-52	57	0	39%

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	10-31-51	1-31-52	2-29-52
Total Pending Active Matters (Classifications 65, 100 & 105)	2487	1779	1695
Total Unassigned Pending Active Matters (Classifications 65, 100 & 105)	1416	1229	115
Total Pending Active Matters (All Classifications)	5752	4553	4400

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Percentage of Pending Active Matters in 65, 100 & 105 (2-29-52) 38.5%

ENCLOSURE

Enc 7

UNRECORDED
3-22-52

Status of Work
Chicago Division

Classification	Date	Total Pending Active Matters	Pending Active Matters Unassigned	Percentage Delinquent
65	10-31-51	50	0	26%
	1-31-52	45	0	31%
	2-29-52	53	0	36%
100	10-31-51	1890	960	75%
	1-31-52	2040	989	80%
	2-29-52	2007	980	79%
105	10-31-51	83	0	47%
	1-31-52	110	1	54%
	2-29-52	120	1	48%

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	10-31-51	1-31-52	2-29-52
Total Pending Active Matters (Classifications 65, 100 & 105)	2023	2195	2180
Total Unassigned Pending Active Matters (Classifications 65, 100 & 105)	960	990	981
Total Pending Active Matters (All Classifications)	4908	4828	4954

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Percentage of Pending Active Matters in 65, 100 & 105 (2-29-52) - 44%

ENCLOSURE

ENC 8

UNRECORDED
3-22-52

Status of Work
Detroit Division

Classification	Date	Total Pending Active Matters	Pending Active Matters Unassigned	Percentage Delinquent
65	10-31-51	32	0	34%
	1-31-52	26	0	31%
	2-29-52	28	0	43%
100	10-31-51	1291	313	78%
	1-31-52	1278	215	73%
	2-29-52	1169	72	68%
105	10-31-51	49	1	63%
	1-31-52	49	0	49%
	2-29-52	51	0	50%

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	10-31-51	1-31-52	2-29-52
Total Pending Active Matters (Classifications 65, 100 & 105)	1372	1353	1248
Total Unassigned Pending Active Matters (Classifications 65, 100 & 105)	314	215	72
Total Pending Active Matters (All Classifications)	3713	3611	3658

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Percentage of Pending Active Matters in 65, 100 & 105 (2-29-52) 34.1%

ENCLOSURE

ENC 9

UNRECORDED
3-22-52

Status of Work
San Francisco Division

Classification	Date	Total Pending Active Matters	Pending Active Matters Unassigned	Percentage Delinquent
65	10-31-51	51	0	14%
	1-31-52	34	0	21%
	2-29-52	37	0	19%
100	10-31-51	1865	151	64%
	1-31-52	1668	4	56%
	2-29-52	1614	3	58%
105	10-31-51	85	0	17%
	1-31-52	92	0	7%
	2-29-52	86	0	23%

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	10-31-51	1-31-52	2-29-52
Total Pending Active Matters (Classifications 65, 100 & 105)	2001	1794	1737
Total Unassigned Pending Active Matters (Classifications 65, 100 & 105)	151	4	3
Total Pending Active Matters (All Classifications)	5608	4950	4994

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Percentage of Pending Active Matters in 65, 100 & 105 (2-29-52) 34.8%

ENCLOSURE

Enc 10

UNRECORDED
3-22-52

Status of Work
Los Angeles Division

Classification	Date	Total Pending Active Matters	Pending Active Matters Unassigned	Percentage Delinquent
65	10-31-51	79	3	22%
	1-31-52	65	1	31%
	2-29-52	62	2	23%
100	10-31-51	3592	2136	60%
	1-31-52	3550	1865	77%
	2-29-52	3591	1664	75%
105	10-31-51	70	4	33%
	1-31-52	57	0	.0%
	2-29-52	62	1	35%

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	10-31-51	1-31-52	2-29-52
Total Pending Active Matters (Classifications 65, 100 & 105)	3741	3672	3715
Total Unassigned Pending Active Matters (Classifications 65, 100 & 105)	2193	1866	1667
Total Pending Active Matters (All Classifications)	8549	7557	8064

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Percentage of Pending Active Matters in 65, 100 & 105 (2-29-52) 46%

ENCLOSURE

10,
Enc 11

UNRECORDED
3-22-52

Status of Work
New York Division

Classification	Date	Total Pending Active Matters	Pending Active Matters Unassigned	Percentage Delinquent
65	10-31-51	293	5	41%
	1-31-52	277	3	47%
	2-29-52	278	2	43%
100	10-31-51	6298	3599	85%
	1-31-52	6797	3785	88%
	2-29-52	6711	3792	85%
105	10-31-51	710	118	69%
	1-31-52	611	127	68%
	2-29-52	597	122	65%

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	10-31-51	1-31-52	2-29-52
Total Pending Active Matters (Classifications 65, 100 & 105)	7301	7685	7586
Total Unassigned Pending Active Matters (Classifications 65, 100 & 105)	3722	3915	3916
Total Pending Active Matters (All Classifications)	14323	14412	14372

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Percentage of Pending Active Matters in 65, 100 & 105 (2-29-52) 52.7%

ENCLOSURE

ENC 12

changed to 61-18

STANDARD FORM NO. 64 SECURITY INFORMATION CONFIDENTIAL

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI DATE: 3/26/52

PERSONAL & CONFIDENTIAL

FROM : SAC, Mobile

SUBJECT: SUMMARY REPORTS ON SECURITY INDEX CASES

Security Index

Re Mobile memorandum to Bureau 12/29/51, SAC Letter 95(B) 9/22/51, and no number SAC Letter I 3/14/52.

The status of the project of submission of summary reports in the Mobile Office is set out as follows:

Category	Total No. of Cases	No. of Initial Summary Reports Submitted to Date	No. of Summary Reports to be Submitted	Expected Date of Completion
2 5	2 5	2 4	0 1	5/1/52

It is pointed out that the remaining case in which a summary report has not been submitted is one in which the Bureau has authorized an interview with subject. The summary report in this case will not be submitted until after this interview is conducted.

1153
changed
to
2-16

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

DATE: March 24, 1952

TO : Director, FBI

FROM : SAC, Atlanta ( )

SUBJECT: [illegible]

Reference is made to Atlanta letter of January 14, 1952, captioned as above. Please be advised that the whereabouts of all Security Index Subjects within this division is known, with the exception of the following:

The above cases are pending and assigned, and investigation is being conducted to locate these subjects.

1154X
3-6-52

Office Memorandum • UNITED STATES GOVERNMENT

DATE: March 6, 1952

TO : THE DIRECTOR

FROM : THE EXECUTIVES CONFERENCE

SUBJECT: DELINQUENCY IN SECURITY INVESTIGATIONS

Security Index - General

The Executives Conference, consisting of Messrs. , on March 6, 1952, considered certain suggestions made by the Domestic Intelligence Division, looking toward a reduction of delinquency and backlog of cases in the security field.

The Domestic Intelligence Division conducted a survey looking into the heavy backlog and high delinquency in security cases in the field, in an effort to pinpoint our problems. As a result, it was ascertained that approximately 70% of the pending cases in classifications Espionage, Internal Security, Security Matters, and Foreign Intelligence are in 12 offices, namely, New York, Los Angeles, San Francisco, Detroit, Chicago, Philadelphia, Seattle, Newark, Cleveland, New Haven, Minneapolis, and Boston. Likewise, these offices have a high delinquency in the security field. Eighty-four per cent of the estimated Communist Party membership is located in these 12 field divisions, and they have 76% of the present Security Index cards.

Letters were sent to the Special Agents in Charge of these 12 offices, pointing out the heavy responsibility these particular offices bear in the Bureau's entire security program; advising the Special Agents in Charge that definite steps must be taken to reduce the backlog and delinquency; and requiring a formulated program by each office to meet the problem.

The replies from the 12 field offices have been received and analyzed. Originally it had been planned to call the Special Agents in Charge of these 12 offices in for a one-day conference. However, an analysis of the replies reflects that 9 of the 12 offices (excluding New York, Chicago, and Minneapolis) made headway in the period from October 31, 1951, to January 31, 1952. Further, it appears that the results to

1154X
3-6-52

be obtained from a one-day conference would not be commensurate with the expense and time involved. Rather, a study has been made as to what steps we can take, not only to assist these offices but the field generally, to reduce the backlog and delinquency.

Individual letters are again being sent to the 12 offices, immediately upon receipt of the February administrative reports, for the purpose of encouraging those offices which are making headway and strongly jacking up any offices which have not made headway. In addition, a detailed discussion will be held with each of the Special Agents in Charge when he reports for conferences or In-Service within the next month or so.

Recommendations to assist these offices and the field are as follows:

(1) We have given intensive study to the program of preparing summary reports on all Security Index subjects. An SAC Letter has been prepared, streamlining the summary reports and yet maintaining the information and content for the purpose for which the reports are being prepared. We have consulted with the current Internal Security - Espionage Schools relative to this, and it is our feeling that considerable time can be saved by the measures incorporated in this SAC Letter.

(2) Declare a moratorium of one year on recontacts of plant informants. This will not apply to recontacts with informants in Class A facilities of the Atomic Energy Commission and recontacts with informants on the perimeter of Strategic Air Command bases, because these two programs are so vital that we feel the recontacts should be continued. We have a total of 66,000-plus plant informants. This moratorium will save considerable Agent time and yet preserve this necessary program. The field will still be required to develop informants, where necessary, in all plants; the moratorium is on recontacts only.

1154X
3-6-52

(3) Declare a moratorium of one year on recontacts with American Legionnaires. We have 73,000-plus American Legion contacts. This necessary program is established, and such a moratorium will not vitally impair our coverage. The moratorium will release considerable Agent time for other security work. The field will still be required to contact newly-elected American Legion officials, in order that this program may be continued. The moratorium will apply only to recontacts of the thousands of contacts already developed.

(4) If manpower is released from applicant programs, personnel should be transferred to those offices having heavy backlogs of pending security matters.

(5) A considerable proportion of the Agents now in the field are inexperienced in security work. We are holding three classes of key security Agents to bring them thoroughly up to date on Bureau security programs, policy, and responsibilities. They will provide the focal point for further training in the field. It is recommended that the field be instructed to institute a planned training program to train Agents inexperienced in security investigations.

(6) The 12 offices named above will be followed individually each month to determine their progress in reducing backlog and delinquency. In addition, any other office which is not showing a desirable trend in the handling of security work will be individually followed.

(7) It is important we be sure that the field is not opening cases on nonspecific and vague allegations, resulting in waste of manpower and investigative time on matters not warranting investigation. This point has been discussed with Inspectors scheduled for field inspections, and the Inspectors have been scrutinizing the opening of cases in the field. In addition, this has been discussed with Special Agents in Charge

3-6-52

during their visits at the Seat of Government. It is felt, however, that we should specifically call this to the attention of all field offices again at this time, reiterating the basis for opening cases and instructing that each Special Agent in Charge examine the backlog of pending security cases and the procedure in his office for opening cases, to insure that cases are not being opened on non-specific, vague allegations. It was recommended that this point be covered in the proposed SAC Letter.

EXECUTIVES CONFERENCE RECOMMENDATION:

The Executives Conference unanimously recommended the adoption of the above suggestions.

If you approve, the attached SAC Letter will be sent to the field.

Respectfully,
For the Conference

GK.

1155
changed
to
49-15

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: March 25, 1952

FROM : SAC, Savannah (

SUBJECT: SUMMARY REPORTS IN SECURITY INDEX CASES

Re SAC Letter No. 95 dated September 22, 1951, and No Number SAC Letter I dated March 14, 1952.

Category	Total Number of Cases	Number of Initial Summary Reports Submitted To Date	Number of Summary Reports to be Submitted	Expected Date of Completion
2	0			
4	0			
5	4	4	0	

1156
3-28-52

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: 3-28-52

FROM : SAC, OMAHA

CONFIDENTIAL
AIR MAIL

SUBJECT: SECURITY INDEX. - GENERAL

Rebulet March 14, 1952.

New Security Index referred to in the above-mentioned Bureau letter has been received and is maintained in the Office Safe.

The old list, replaced by the above referred to Index, was destroyed by me by burning.